

Post-Election Audit Checklist

Updated as of 5.8.2013

County _____ Jurisdiction _____ Precinct _____ Audit Date _____

NOTE: All discrepancies should be explained on the reverse side of this checklist.

Pre-Election Requirements:

Notices:

Close of Registration ☐ Yes ☐ No
Election ☐ Yes ☐ No
Public Accuracy Test ☐ Yes ☐ No

Election Inspectors:

Appointed by Election Commission ☐ Yes ☐ No
At least 1 R & 1 D ☐ Yes ☐ No
Apps available ☐ Yes ☐ No
Proof of Training ☐ Yes ☐ No
Proof list sent to parties ☐ Yes ☐ No ☐ N/A

E-Pollbook:

Encryption Pwd: ☐ Yes ☐ No
Unique User/Pwd: ☐ Yes ☐ No
PrivacyZone Active: ☐ Yes ☐ No
Docs Saved in PZ: ☐ Yes ☐ No
Date epb.zip modified: _____

Voting System & Test Deck:

Test Deck Sealed: ☐ Yes ☐ No
Seal # Recorded: ☐ Yes ☐ No
Test Deck & T&S Certification Seal # Match: ☐ Yes ☐ No

Tab Seal # Match w/T&S ☐ Yes ☐ No

Certification & Pollbook

Tab Serial # Match ☐ Yes ☐ No
w/T&S Certification & Pollbook

Prelim Test Date: _____

Public Test Date: _____

Test Deck Properly Created:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
☐ 13 ☐ Dif Totals

Tab Tape & Predetermined

Results Match: ☐ Yes ☐ No
Zero Tape Printed: ☐ Yes ☐ No

AutoMARK

Tested before Election: ☐ Yes ☐ No

Tested on Election: ☐ Yes ☐ No

Number of voters: _____

Applications to Vote Review:

apps to vote matches
of voters: ☐ Yes ☐ No
Apps to vote properly completed: ☐ Yes ☐ No
Military/Overseas apps: ☐ Yes ☐ No
Ballots sent on time: ☐ Yes ☐ No ☐ N/A

Ballot Container:

Ballot Container Seal #:

In Pollbook: _____

On Certificate: _____

Actual Seal: _____

Certificate signed by 2 inspectors of differing party affiliation: ☐ Yes ☐ No
Properly Sealed: ☐ Yes ☐ No
Container Approved: ☐ Yes ☐ No

Number of spoiled ballot matches Pollbook: ☐ Yes ☐ No ☐ N/A
Duplicated ballots properly duplicated: ☐ Yes ☐ No ☐ N/A
Electronic ballots properly duplicated: ☐ Yes ☐ No ☐ N/A

AV ballot posting: ☐ Yes ☐ No

Paper Review:

Poll Book & Statement of Votes

1. Clerk's Preparation Certificate completed and signed ☐ Yes ☐ No
2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened ☐ Yes ☐ No
3. All inspectors (including chair) subscribed to the Constitutional Oath of Office ☐ Yes ☐ No
4. Oath administrator signed ☐ Yes ☐ No
5. All election inspectors that signed the oath were appointed by the Election Commission ☐ Yes ☐ No
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted ☐ Yes ☐ No
7. Challenges recorded (if nec.) ☐ Yes ☐ No ☐ N/A
8. Write-in votes totaled (if nec.) ☐ Yes ☐ No ☐ N/A
9. Totals tape signed by inspectors present when poll closed ☐ Yes ☐ No
10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook. ☐ Yes ☐ No
11. Ballot summary is completed, balanced, and totals are accurate ☐ Yes ☐ No

12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed ☐ Yes ☐ No

13. Ballot container seal number is properly recorded in pollbook ☐ Yes ☐ No

14. Program container seal number is properly recorded in pollbook ☐ Yes ☐ No

15. Seal number verification signed by two inspectors of differing party affiliation in pollbook ☐ Yes ☐ No

Program Container Certificate

1. Seal number properly recorded ☐ Yes ☐ No

2. Signed by two election inspectors of differing party affiliation ☐ Yes ☐ No

Provisional Ballot 4-Step Procedure Forms

1. Affidavit ballot 4-step forms had 4 Yes answers marked ☐ Yes ☐ No ☐ N/A

2. Envelope ballot 4-step forms had at least 1 No marked ☐ Yes ☐ No ☐ N/A

3. Envelope ballots were processed appropriately ☐ Yes ☐ No ☐ N/A

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

After completion of the above, replace the Poll Book and Statement of Votes into the appropriate envelopes and initial and seal with a red paper seal. Then sign below.

County/State Audit Inspector